

AGENCY: _____

EQUIPMENT LIST

Itemize each item below. Attach equipment justification forms for each item along with complete specifications or a copy of the purchase order. TDH defines equipment as tangible non-expendable property with an acquisition cost of more than \$1,000 and a useful life of more than one year, with the following exceptions: fax machines, stereo systems, cameras, video recorder/players, microcomputers, medical equipment, laboratory equipment, and printers. If the unit cost of these exception items is more than \$500, they are considered equipment. Medical and laboratory equipment in this category are defined as microscopes, oscilloscopes, centrifuges, balances, and incubators. Medical and laboratory equipment other than the five specified items are not considered equipment unless the unit value is more than \$1,000.

ITEM (≥ \$1000 or Exceptions)	UNIT COST	TOTAL PER ITEM (unit cost X no. of units)	PURPOSE
TOTAL REQUEST			